

# Spotlight




on Student Assessment and Accountability

## What's New

May 14, 2015

Quick Links ... take you directly to articles

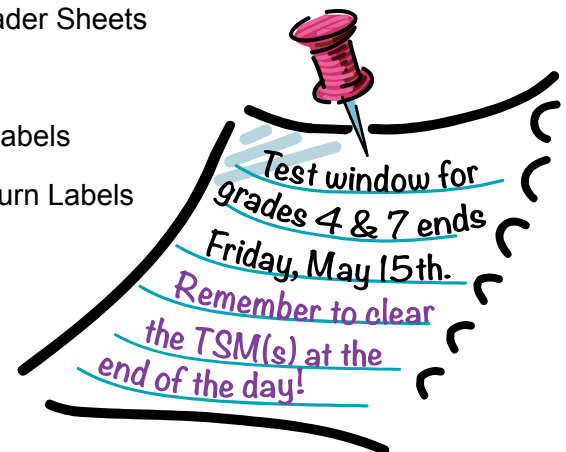
- **M-STEP Grades 4 and 7 Window Closure** 
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### M-STEP Grades 4 and 7 Window Closure

**Important Reminder: The grades 4 and 7 test window closes tomorrow, May 15, 2015.** All M-STEP testing for grade 4 and grade 7 must be completed by the end of the instructional day on Friday.

- **ONLINE:** Schools with online testers should remember to clear the TSM(s) at the end of the day on Friday. The Technology Director should have information on how to do this.
- **PAPER/PENCIL:** Schools with paper/pencil testers must ship test materials to Measurement, Inc., the scoring vendor, by May 20, 2015 in order to avoid late fees. The following are needed in order to return test materials and can be ordered from the Secure Site Additional Material Order window:
  - ▶ School/Grade Header Sheets
  - ▶ FedEx Airbills
  - ▶ Scorable Return Labels
  - ▶ Non-Scorable Return Labels
  - ▶ Special Handling Envelope
  - ▶ Class/Group ID Sheet (optional)




### Classroom Activities Source Citations

It has been brought to the attention of the Office of Standards and Assessment that test administrators are linking directly to Source Citations while delivering classroom activities. The classroom activities specifically state: **"Note about Source Citations:**

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## Important Dates and Reminders

**Key:**  information Tech Coordinators also need to know



supports and accommodations information

▶ Sign up for Spotlight at: <https://public.govdelivery.com/accounts/MIMDE/subscriber/new>. Enter your email address and select Spotlight under Student Assessment.

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*The websites listed serve only as documentation of sources used to develop the classroom activity. They are not intended or recommended to be used as part of the classroom activity administration.* Some of these sites contain advertising that is not appropriate for students. **Source citations should NOT be used during the classroom activity administration.** New versions of the classroom activities that have removed the Source Citations are available for download from the *Secure Site General Announcements* page.

## M-STEP Mathematics

With additional grade levels now testing, we thought it would be helpful to re-publish the following information:

### Equation Builder Help

The online M-STEP mathematics assessments include some items that provide an equation builder as a tool for constructing mathematical responses. If students have not encountered an equation builder before, it is important to model the use of the tool so they are prepared to use it appropriately.

To facilitate modeling, we have created instructions for using the tool called [M-STEP Equation Builder Help Sheet](#). This document is located on the M-STEP web page at [www.michigan.gov/mstep](http://www.michigan.gov/mstep) under *What's New*. **NOTE:** These instructions may **not** be used by students during testing. They are for advance preparation only.

### Unit Labels

Items with the **Equation Builder** do not require a label. Only the numeric value of the response will be scored for mathematics items using the **Equation Builder**. If a label is entered it will NOT count against the student.

### Spring 2015 M-STEP Calculator Policy

Students testing in grades 3 and 4 are NOT allowed to use a calculator on ANY item in the mathematics

assessment, as the use of calculators at these grade levels changes the construct of the item and what it is intended to measure.

Students testing in grades 6, 7, and 11 will use the calculator embedded within the online delivery engine. The mathematics Online Test Session is administered as one part. The test begins with items that **do not** permit use of a calculator, so the calculator will not be available in the toolbar for those items. Students need to be sure they have answered ALL the non-calculator items **BEFORE** moving on to the calculator-allowed section. Once students begin the calculator-permitted section, they will **NOT** be able to access the items in the non-calculator section. Students get a warning that they cannot go back when they are leaving the non-calculator items. Please let your students know they must finish all the non-calculator items **BEFORE** they move on to the embedded calculator items.

For more information regarding the calculator policy on the M-STEP online and paper/pencil mathematics tests, please read the [Spring 2015 M-STEP Calculator Policy](#) located on the M-STEP web page. Click on *Forms, Resources, and Policy Clarifications* under the *Current Assessment Information* section.

## Class/Group Codes

Class/group codes are a way that districts and schools can designate user-defined reporting groups of students. These four-digit codes can be assigned to students from the Secure Site. Please see sections *8.2 Update Individual Student Records* and *8.3 Mass Updates* in the *Secure Site Procedure and User Manual* for information on how to assign class/group codes.

- **Preliminary Reports:** Class/group codes that are in the Secure Site will be reflected in the Preliminary Reports when they first become available.
- **Final Reports:** Schools have until the end of the *Accountable Students and Test Verification*

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window (tentatively scheduled for June 15, 2015) to enter class/group codes for Final Reports. Examples of reports that utilized class/group codes in previous administrations included:

- ▶ Individual Student Reports
- ▶ Roster Reports
- ▶ Item Analysis Reports
- ▶ Student Data File

## ACT and WorkKeys Reports

In response to various questions received from the field regarding ACT and WorkKeys reports, listed below are the reports that are scheduled to be delivered.

**WorkKeys Student Score Reports:** arrive in schools week of May 25, 2015

**ACT – High School Reports:** arrive in schools week of June 22, 2015

- State-Allowed Score Notification Letters – 2 copies (1 for school, 1 for student)
- State-Allowed Score Notification Cover Letter (paper)
- High School Level ACT Profile Report (pdf on CD)
- Student Level Data File with data for all college reportable students in the school, including Student Information Booklet and Record Layout (on CD)
- Cover Letter (paper)

**ACT – District Reports:** arrive in schools week of June 22, 2015

- District Level ACT Profile Report (paper)
- Cover Letter (paper)

## Time Sensitive – Requesting Feedback on the Fall 2014 KEA by May 19, 2015

The Office of Standards & Assessment is requesting feedback from Kindergarten teachers who administered the Fall 2014 Kindergarten Entrance Assessment (KEA). On Wednesday, May 13, 2015, an email was sent to the elementary principal (or EEM primary contact) of each school that administered the Fall 2014 KEA with a link to a survey requesting feedback on the relevancy of the current KEA indicators. The KEA indicators ([Michigan's Objectives for Development and Learning](#)) can be found on the KEA web page at [www.michigan.gov/kea](http://www.michigan.gov/kea) under *What's New*.

If you received the email with the survey link, please be sure to forward it to appropriate staff within your district so they may provide feedback by May 19.

If you participated in the Fall 2014 KEA and your school principal or EEM primary contact did not receive this email please contact Jennifer Paul at [paulj@michigan.gov](mailto:paulj@michigan.gov) to request the link.

## Fall 2015 Kindergarten Entry Assessment (KEA) Registration

This is a reminder for interested districts to register for the 2015–16 Kindergarten Entry Assessment (KEA). Only *one* registration should be submitted for each district and should include participating schools as well as teachers who will be administering the Fall 2015 KEA. The staff member designated by the Superintendent to complete the district registration must have the following information available in order to complete the registration process:

- Participating buildings/schools identified.
- Participating Kindergarten teachers identified. Please note that at this time, you should only register Kindergarten teachers who will be

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actively involved in using the KEA with their students. Instructional coaches or others from the district who may provide additional support to Kindergarten teachers will be identified at a later point in time. The following information is required for each participating kindergarten teacher:

1. Teacher Name
2. Teacher's school email address (must not be a personal email address)
3. Teacher's Personal Identification Code (PIC) from Registry of Education Personnel (The PIC will be used to match the teacher to their class roster in the Secure Site and the KEA tool prior to the start of the school year.)

To register your district and your teachers, please go to <https://www.surveymonkey.com/s/H2DQS37>.

Only teachers from registered districts will have an opportunity to participate in a 2-day summer professional learning workshop provided by MDE staff that will focus on developmentally appropriate Kindergarten practices aligned to Michigan's standards. Teachers will also learn how to use the TS Gold tool to enter student data from their observations, access reports, and generate parent activity guides to help their child at home. In order for teachers to participate in the summer trainings **AND** receive registration information for these events (locations tentative at this point in time), districts must register by the following dates:

- **May 29, 2015:** for teachers to participate in June trainings
  - ▶ June 16/17: Grand Rapids
  - ▶ June 17/18: Novi

- **June 30, 2015:** for teachers to participate in July trainings
  - ▶ July 21/22: Marquette
  - ▶ July 23/24: Sault Ste. Marie
- **July 31, 2015:** for teachers to participate in August trainings
  - ▶ August 10/11: Lansing
  - ▶ August 12/13: Traverse City

Educators can expect to receive summer workshop registration information beginning next week.

Participating Kindergarten teachers will receive \$250/day stipend plus their travel expenses reimbursed (lodging if travel to the training is greater than 50 miles from their home, meals, and mileage) to one of the 2-day workshops once they have also completed their online Inter-Rater Reliability Module. State Continuing Education Clock Hours (SCECHs) will also be offered for these workshops. Although a 2-day workshop is not required to participate in the KEA, the MDE Office of Standards and Assessment (OSA) would strongly advise educators to take advantage of the opportunity. Registration for the summer professional learning workshops will be available in the coming weeks.

**OSA is providing an informational webinar for districts that need more information about the KEA before making a participation decision.** The next webinar will be offered on Tuesday, May 19, 2015 from 9–10 AM. To register for the informational webinar, go to <https://www.surveymonkey.com/s/JNBB68P>. A copy of the PowerPoint is currently available and a recording of the webinar will be available after May 19 on Michigan's KEA web page at [www.michigan.gov/kea](http://www.michigan.gov/kea).

If you have questions, please call 1-877-560-8378, Option 6; or email [baa@michigan.gov](mailto:baa@michigan.gov) with "KEA" in the subject line.

## SAT Corner

### Part 1: Transition Team

To collect information from the field to make the transition and execution of SAT successful, MDE has established a transition team. This team will be the “eyes and ears” in the field collecting feedback on positives, areas of concern, communication needs, and questions to help guide us in transitioning to a new college entrance assessment in a positive way. Our in-the-field team members include: Williams Barnes (Charlotte), Mike Baszler (Saginaw), Annette Christianson (Utica), Scott Cochran (Midland), Jim Gullen (Macomb), John Lehman (Michigan Tech), Paul Liabenow (MEMSPA), Rachel Snell (Bay City), Teresa Weatherhall Neal (Grand Rapids), and Windy Zdeb-Roper (MASSP). Thanks to all of this group for volunteering their time and expertise.

### Part 2 : Overview of the Test Focus

The redesigned SAT focuses on the few durable things that evidence show matter most for college and career readiness, and reflects the work that students do in classrooms across Michigan and the country. Michigan students will find questions modeled on the work of their best classroom teachers and will perform tasks similar to ones they practice in rigorous course work.

The SAT redesign is centered on eight key changes:

- *Relevant words in context*
- *Essay analyzing a source*
- *Problems grounded in real-world contexts*
- *Founding documents and great global conversation*
- *Command of evidence*

- *Focus on math that matters most*
- *Analysis in science and in history/social science*
- *No penalty for wrong answers*

In each issue of the Spotlight, we'll highlight more specifics on these changes here in the SAT Corner:

#### **Relevant Words in Context**

The redesigned SAT will focus on relevant words, the meanings of which depend on how they're used. Students will be asked to interpret the meaning of words based on the context of the passage in which they appear. This is demanding but rewarding work. These are words that students will use throughout their lives — in high school, college, and beyond.

Requiring students to master relevant vocabulary will change the way they prepare for the exam.

**No longer will students use flashcards to memorize obscure words**, only to forget them the minute they put their test pencils down. The redesigned SAT will engage students in close reading and honor the best work of the classroom.

Read more about relevant words in context, and view a sample question at [https://www.collegeboard.org/sites/default/files/relevant\\_words\\_in\\_context.pdf](https://www.collegeboard.org/sites/default/files/relevant_words_in_context.pdf).

College Board staff are working closely with Michigan ISD/RESAs, professional organizations, and local districts to deliver information on the redesigned SAT and provide resources to support Michigan students, families, teachers and school districts. Check with your local ISD/RESA for information about presentations.

## Important Dates and Reminders

Upcoming important dates, recent topics, etc.



### Approaching Deadlines!

#### M-STEP

- **May 15, 2015:** The grades 4 and 7 test window closes. *Schools with online testers should remember to clear the TSM(s) at the end of the day.*

#### KEA

- **May 19, 2015:** OSA is requesting feedback on the relevancy of the current KEA indicators from Kindergarten teachers who administered the Fall 2014 KEA. The KEA indicators ([Michigan's Objectives for Development and Learning](#)) can be found on the KEA web page at [www.michigan.gov/kea](http://www.michigan.gov/kea) under *What's New*. Please see the article on page 3 of this Spotlight for more information.
- **May 19, 2015:** OSA is providing an informational webinar for districts that need more information about the KEA before making a participation decision. To register for the informational webinar, go to <https://www.surveymonkey.com/s/JNBB68P>. Please see the article on *Fall 2015 KEA Registration* page 3 of this Spotlight for more information.

### May 2015

#### M-STEP

- **NOW – June 5, 2015:** M-STEP testing window for grades 3, 6, and 11
- **Now – June 1, 2015—Grades 3 and 6:** Additional paper/pencil materials can be ordered on the Secure Site. **Please check your initial material order received BEFORE placing an additional material order.** *Note: For schools*

*testing online, there is no need to place an order unless a student needs paper/pencil materials because of a designated support or an accommodation that cannot be supported online.*

- **Wednesday, May 20, 2015:** The last day to ship grades 4 and 7 paper/pencil test materials to the scoring vendor, Measurement, Inc., *without penalty*. See the paper/pencil materials shipping dates table in the *Spring 2015 Testing Schedule* located at [www.michigan.gov/baa](http://www.michigan.gov/baa).
- **Week of May 25, 2015:** WorkKeys Student Score Reports arrive in schools

#### KEA

- **May 29, 2015:** Deadline for districts to register to participate in the Fall 2015 KEA in order for teachers to participate in June trainings
  - ▶ June 16/17: Grand Rapids
  - ▶ June 17/18: Novi

#### MI-Access

- **NOW – May 22, 2015:** Paper/pencil materials not ordered previously can now be ordered on the Additional Materials Order screen on the Secure Site. **Please check your initial material order received BEFORE placing an additional material order.**

**Note:** For ALL MI-Access FI students being assessed in ELA: Expressing Ideas, this test is available **only** in a paper/pencil format. Materials must be ordered through the Secure Site. *Reminder: Expressing Ideas is now assessed in all grades.*

- **NOW – May 29, 2015:** MI-Access testing window for all grades

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## Important Dates and Reminders

Upcoming important dates, recent topics, etc.



- **NOW – June 30, 2015:** now accepting 1% MI-Access Proficiency Cap Exception applications. Applications are completely electronic and are available through the Secure Site. Districts that already have an approved 1% exception application from the 2012–13 or 2013–14 school years need not reapply.

### KEA

- **June 30, 2015:** Deadline for districts to register to participate in the Fall 2015 KEA in order for teachers to participate in July trainings
  - ▶ July 21/22: Marquette
  - ▶ July 23/24: Sault Ste. Marie

### M-STEP and MI-Access

- **NOW:** eDIRECT is available for District and Building Coordinators to manage test sessions, set individual student supports and accommodations, and print test tickets. Supports and accommodations must be selected in eDIRECT before printing test tickets for the applicable students. **Printed test tickets are SECURE materials.**

▶ To access previous Spotlight editions, go to [http://www.michigan.gov/mde/0,4615,7-140-22709\\_31168-280911--,00.html](http://www.michigan.gov/mde/0,4615,7-140-22709_31168-280911--,00.html).

## June 2015

### M-STEP

- **Wednesday, June 10, 2015:** The last day to ship grades 3 and 6 paper/pencil test materials to the scoring vendor, Measurement, Inc., *without penalty*. See the paper/pencil materials shipping dates table in the *Spring 2015 Testing Schedule* located at [www.michigan.gov/baa](http://www.michigan.gov/baa).
- **Week of June 22, 2015:** ACT High School and District Reports arrive in schools

### Have Other Questions?

For assessment questions, please email [BAA@michigan.gov](mailto:BAA@michigan.gov).

For accountability questions, please email [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov).

For phone assistance with assessment or accountability issues, call 877-560-8378 and select the appropriate menu option.